Health and Nutrition Services COVID-19 Webinar: SFSP Claims for School Food Authorities

COVID-19 COMMUNICATIONS

September 28, 2020

Professional Standards Learning Code: 3240

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Summer Food Service Program (SFSP).** All regulations are specific to operating the Child Nutrition Programs under the direction of ADE.

Professional Standards

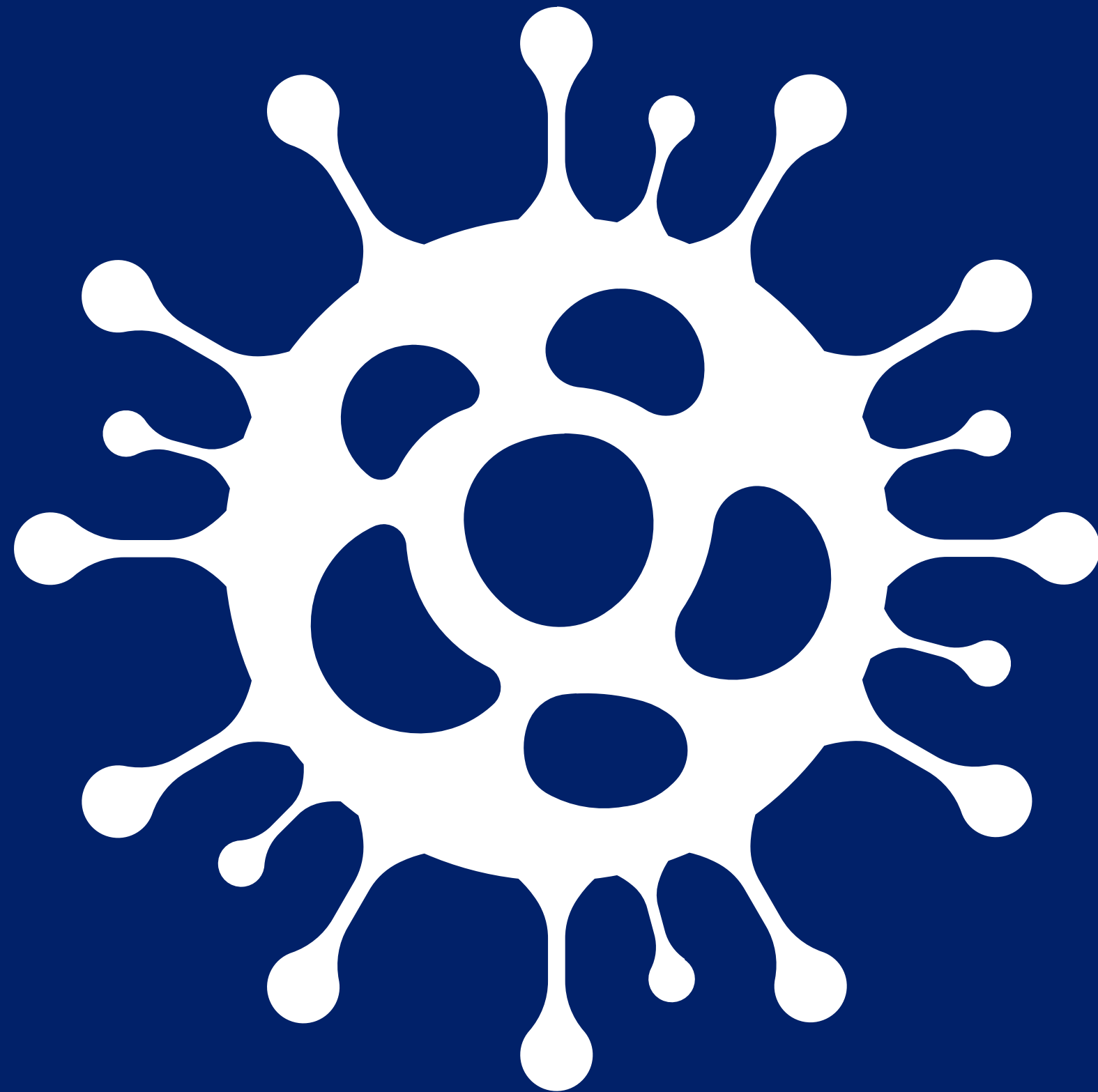Information to include when documenting this training for Professional Standards:

Training Title: COVID-19 Communications Webinar: SFSP Claims for School Food Authorities 9.28.20
Key Area: 3000-Administration
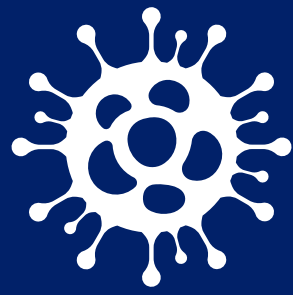**Learning Codes:** 3240
Length: 1 hour

GET INFORMED.

TODAY'S DISCUSSION

Retroactively claiming NSLP and SBP meals under SFSP.

SEPTEMBER 21, 2020 WEBINAR: TO TRANSITION TO SFSP OR NOT TO TRANSITION

In this webinar we covered many considerations regarding transitioning to SFSP/SSO or staying with NSLP for the remainder of 2020.
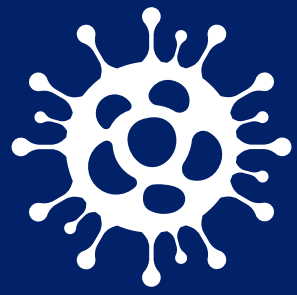
The webinar recording and slides can be found on the Health and Nutrition Services [COVID-19: Guidance for Child Nutrition Operators](#) webpage.

Topics We Will Cover Today

1. Claiming NSLP meals under SFSP
2. Scenarios for retroactive claiming
   a. NSLP/SBP only
   b. NSLP/SBP and Afterschool Snack or At-Risk
3. Q&A

Claiming NSLP Meals Under SFSP
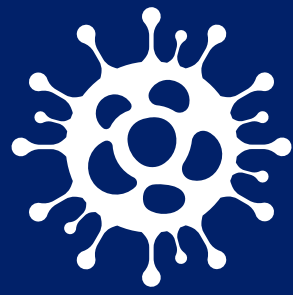
CLAIMING NSLP MEALS UNDER SFSP

Per USDA memo SP 25-2020 question #6, ADE may reimburse SFAs under SFSP/SSO for meals served since the beginning of the school year.

This is optional!
- Option 1: You began operating your school year operating NSLP/SBP and claimed under NSLP/SBP for July/August. You began SFSP in September and you will claim under SFSP moving forward.
- Option 2: You began operating your school year operating NSLP/SBP and claimed under NSLP/SBP for July/August. You began SFSP in September and you intend to claim July/August through December under SFSP.

CLAIMING NSLP MEALS UNDER SFSP

What if I am not applying for SFSP until October or later?

- You still have the option to claim NSLP/SBP meals served since the beginning of the school year under SFSP.
- The later you wait to apply for SFSP, you run the risk of not being able to claim all NSLP/SBP meals served since the beginning of the school year under SFSP due to the 60-day claiming window.
    - If you operated NSLP in July, a CNPWeb application and claim must be submitted by September 29th.
    - If you operated NSLP in August, a CNPWeb application and claim must be submitted by October 30th.
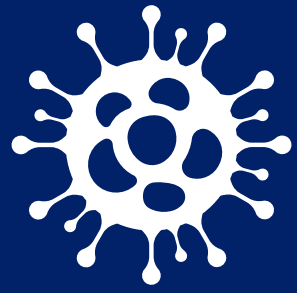
CLAIMING NSLP MEALS UNDER SFSP

Also addressed in USDA memo SP 25-2020 question #6, SFAs who wish to have claims retroactively paid under SFSP from the beginning of the school year must also reimburse students who paid for their meals during that time.

- If you cannot reimburse students who paid for meals since the beginning of the school year, then you cannot retroactively claim NSLP meals under SFSP. You can claim meals under SFSP beginning on the date you transitioned to operating SFSP/SSO.
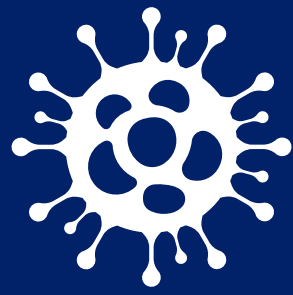
CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

- The site/sponsor applications are what connects to the ability to claim in CNPWeb.
- You must have APPROVED applications in CNPWeb in order for a claim to be generated.
- The claim is generated based on the program dates listed in the APPROVED CNPWeb applications.
  - For example, if the Program Period 1 Begin Date is September 1, CNPWeb will generate claims beginning in the month of September.
- Remember the Fiscal Year (FY) beginning and end dates:
  - **FY2020: October 1, 2019-September 30, 2020**
    - If you plan to begin SFSP operation on October 1, 2020 (FY21) but wish to claim meals served since the beginning of the year under SFSP, you must have an APPROVED FY20 application with a Begin Date of the first day of school.
  - **FY2021: October 1, 2020-September 30, 2021**
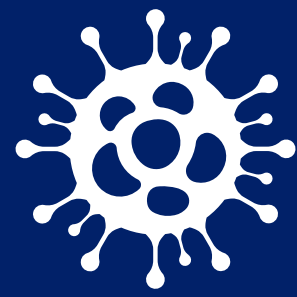
CNPWEB APPLICATIONS AND CLAIMING

July	August	September	October	November	December

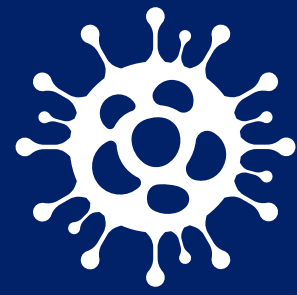**FY20 SFSP CNPWeb Application**

FY21 SFSP CNPWeb Application

PY21 NSLP CNPWeb Application
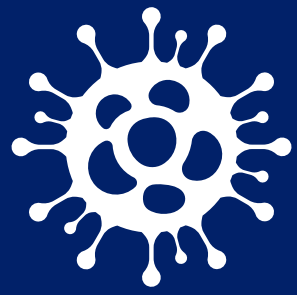
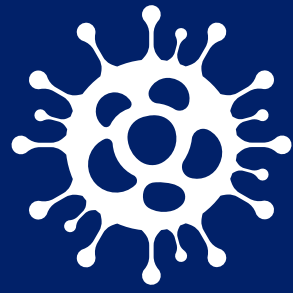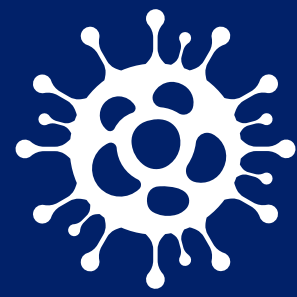# CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

- Be mindful of the 60-day claiming window!
  - SFAs that intend to claim meals served during the month of **July** under SFSP must have an approved SFSP CNPWeb application and submit their claim no later than **September 29, 2020**.
    - If you operated for 10 or fewer days in July, you can combine those days with your August claim, which must be submitted by October 30, 2020.

CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

- Be mindful of the 60-day claiming window!
  - SFAs that intend to claim meals served during the month of **August** under SFSP must have an approved SFSP CNPWeb application and submit their claim no later than **October 30, 2020**.

CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

- Be mindful of the 60-day claiming window!
  - SFSP meals served during the month of **September** must be claimed in CNPWeb no later than **November 29, 2020**.

These dates can also be found on the [SFA Application Reference Sheet](#).

CLAIMING NSLP MEALS UNDER SFSP

July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
FY20 SFSP CNPWeb Application must be approved by September 29, 2020 to claim for all of July 2020.	**FY20 SFSP CNPWeb Application** must be approved by October 30, 2020 to claim for all of August 2020.	**FY20 SFSP CNPWeb Application** must be approved by November 29, 2020 to claim for all of September 2020.	**FY21 SFSP CNPWeb Application** must be approved by December 30, 2020 to claim for all of October 2020.	**FY21 SFSP CNPWeb Application** must be approved by January 29, 2021 to claim for all of November 2020.	**FY21 SFSP CNPWeb Application** must be approved by March 1, 2021 to claim for all of December 2020.

COMPREHENSION CHECK

I want to submit my July claim under SFSP. What is the deadline for having my FY20 CNPWeb application approved and submitting my July SFSP claim?

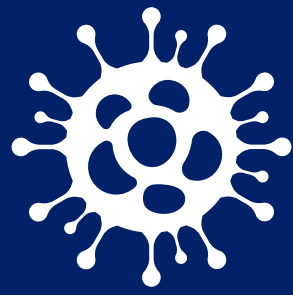1. September 29
2. October 30
3. November 29
4. December 30

Make a selection:

1
2
3
4

COMPREHENSION CHECK

I want to submit my July claim under SFSP. What is the deadline for having my FY20 CNPWeb application approved and submitting my July SFSP claim?

1. **September 29**
2. October 30
3. November 29
4. December 30

I want to submit my July and August claims under SFSP. I already have my FY20 CNPWeb applications submitted and approved with a start date of September 1. Do I have to change my start date?

1. Yes
2. No

COMPREHENSION CHECK

I want to submit my July and August claims under SFSP. I already have my FY20 CNPWeb applications submitted and approved with a start date of September 1. Do I have to change my start date?

1. **Yes**
2. No

CNPWeb will not generate a claim for July and August if the start date in the application is in September. You must submit a new application with a July start date and it must be approved by your specialist in order to generate a claim for July and August.

Make a selection:

Yes

No
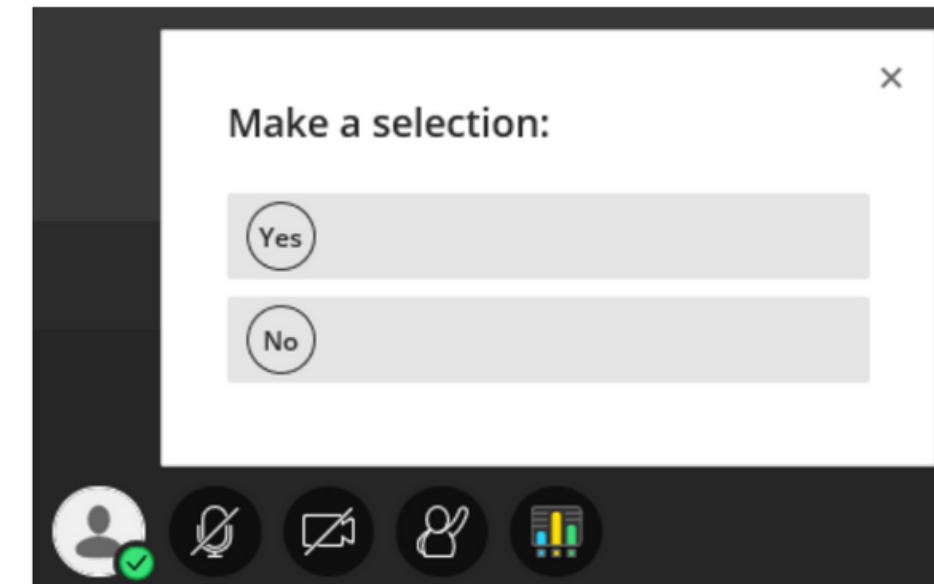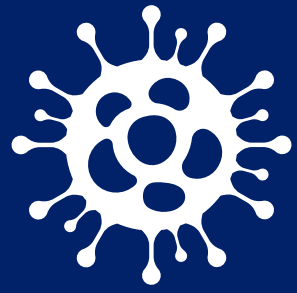
COMPREHENSION CHECK

Can I put an end date of December 31 on my FY20 application?

1. Yes
2. No
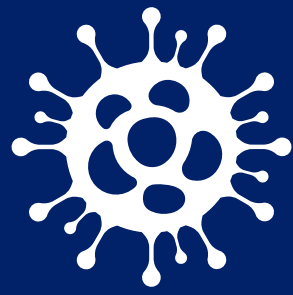
COMPREHENSION CHECK

Can I put an end date of December 31 on my FY20 CNPWeb application?
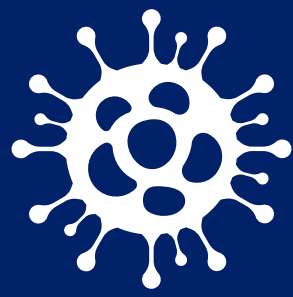
1. Yes
2. **No**
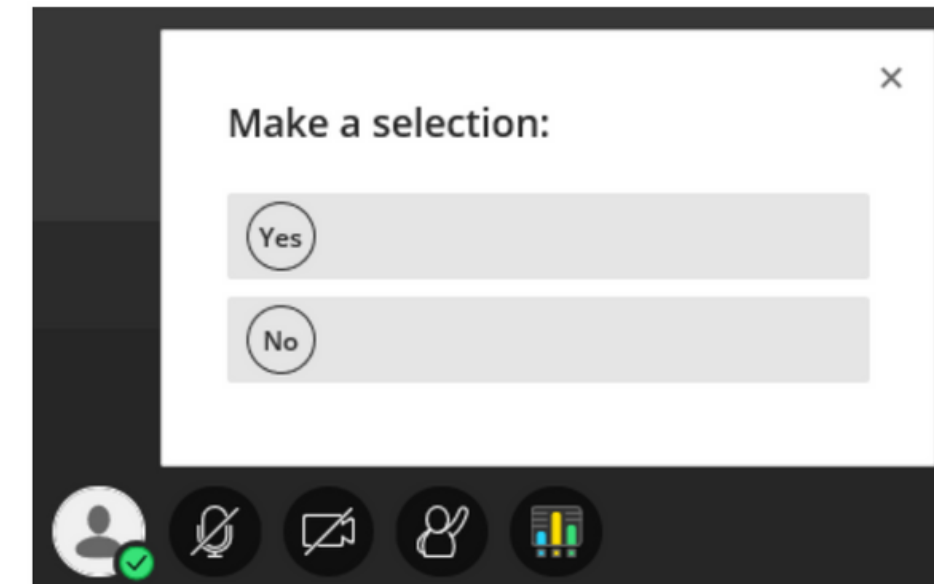
FY20 ends on September 30th. FY21 begins on October 1st. In order to operate SFSP after September 30th you must submit a CNPWeb application for FY21.

# Scenarios for Retroactive Claiming

NSLP and SBP Only

CLAIMING NSLP/SBP MEALS UNDER SFSP

For some programs, the number of sites in CNPWeb for NSLP will not match the number of sites in CNPWeb for SFSP.

- The entity will need have records to support the total number of meals submitted for reimbursement.
- The total number of meals served under NSLP/SBP must be reflected in the SFSP claims.
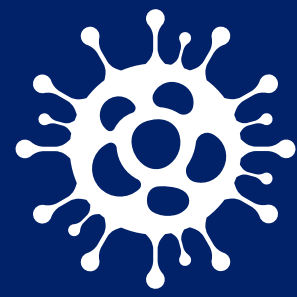
CNPWEB CLAIM VERBIAGE

Pending: You've entered claim data but have not submitted for reimbursement. Actions in this status are Edit or Delete (found inside the claim after clicking Edit).

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/15/2020 4:01p	

Submitted: You've entered claim data and submitted for reimbursement. Actions in this status are Edit or Delete (found inside the claim after clicking Edit).

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/15/2020 12:55p	

Processed: You've entered and submitted claim data for reimbursement and ADE has sent payment. Action in this status is Create New Revision.

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	☑	Original	Regular Claim	Processed	09/02/2020 2:55p	

▸ **Create New Revision**
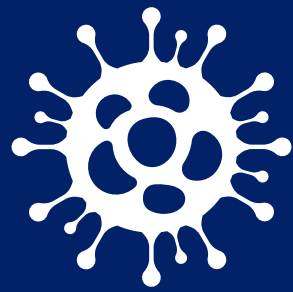
No NSLP claims have been submitted for July or August:

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
2) Your SFSP specialist will approve the CNPWeb application.
3) Submit the July claims by September 29.* August claims must be submitted by October 30.

*You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.

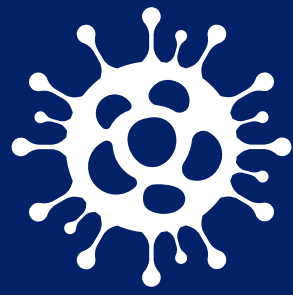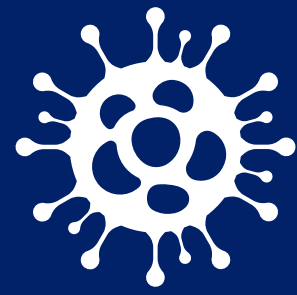**NSLP claims have been submitted and in "Processed" status for July or August:**

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
2) Your SFSP specialist will approve the CNPWeb application.
3) Create New Revision for each claim submitted under NSLP. Leave all NSLP/SBP fields with zeros. Click Save. Resubmit all claims. (Ensure claims status shows "Submitted," not "Pending.")
4) Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. (The total number of meals claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

*You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.
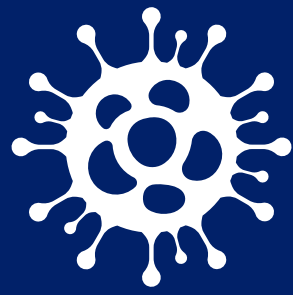
ADE will subtract what was already paid through NSLP from your SFSP claim and the remaining balance from the SFSP claim will be processed for payment.

Example: August NSLP claim was submitted and the entity received $3000 in reimbursement. The entity submitted their August SFSP claim, resulting in $4000 in reimbursement. The entity should receive $1000 in reimbursement for their August SFSP claim.

*Depending on ADE's claim processing schedule, the entity will see this $1000 separately or added to another claim.

NSLP claims are in "Submitted" status (submitted and <u>not paid</u>) for July or August:

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
2) Your SFSP specialist will approve the CNPWeb application.
3) Delete each claim that is in "Submitted" status under NSLP. (Click Edit and scroll down to the bottom of the claim to click Delete.)
4) Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**

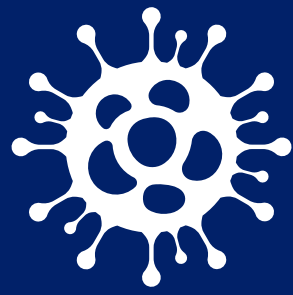**NSLP claims are in "Pending" status (not submitted) for July or August:**

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.

2) Your SFSP specialist will approve the CNPWeb application.

3) Delete each claim that is in "Pending" status under NSLP. (Click Edit and scroll down to the bottom of the claim to click Delete.)

4) Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

*****You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**
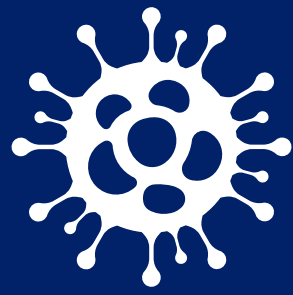
Scenarios for Retroactive Claiming

NSLP/SBP and Afterschool Snack or At-Risk

AFTERSCHOOL SNACK AND AT-RISK

Afterschool Snack and At-Risk claims cannot be retroactively paid under SFSP.

- If you operated either of these programs since the beginning of the school year, and intend to retroactively claim NSLP/SBP meals under SFSP, you will have an NSLP claim and an SFSP claim.
- If you intend to operate either of these programs simultaneously with SFSP through December, you will submit an NSLP claim and an SFSP claim each month.
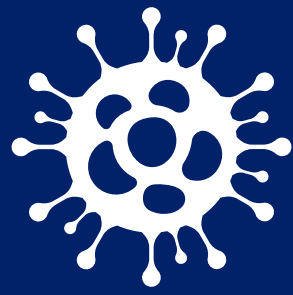
No NSLP claims have been submitted for July or August:

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.

2) Your SFSP specialist will approve the CNPWeb application.

3) Ensure you have an NSLP CNPWeb application submitted for PY21 with the first day of school as the Site Start Date and indicate "Participating" for Afterschool Snack or At-Risk. (You will need to indicate "Participating" for NSLP or the system will not let you submit.)

4) Your NSLP specialist will approve the CNPWeb application.

5) Submit the July claims by September 29.* August claims must be submitted by October 30. NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch.

*You are encouraged to notify your SFSP and NSLP specialists if you plan to claim for July so your application approval can be prioritized.
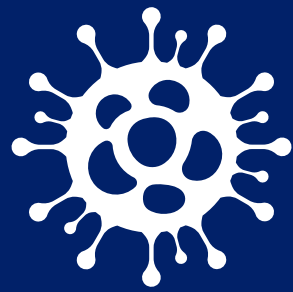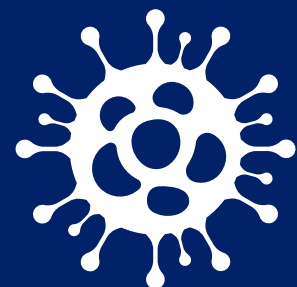
NSLP claims have been submitted and in "Processed" status for July or August:

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
2) Your SFSP specialist will approve the CNPWeb application.
3) Create New Revision for each claim submitted under NSLP. Leave NSLP/SBP fields with zeros. Reenter the Afterschool Snack or At-Risk totals. Click Save. Resubmit all claims. (Ensure claims status shows "Submitted," not "Pending.")
4) Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch. (The total number of meals claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

*You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.

NSLP claims are in "Submitted" status (submitted and <u>not paid</u>) for July or August:

1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.

2) Your SFSP specialist will approve the CNPWeb application.

3) Edit each claim that is in "Submitted" status under NSLP and enter zeros for NSLP/SBP. Leave the fields Afterschool Snack/At-Risk as is. Resubmit all NSLP/SBP site claims. (Ensure claims status shows "Submitted," not "Pending.")

4) Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

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1) Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.

2) Your SFSP specialist will approve the CNPWeb application.

3) Edit each claim that is in "Pending" status under NSLP and enter zeros for NSLP/SBP. Ensure the fields for Afterschool Snack/At-Risk are complete. Submit all NSLP/SBP site claims. (Ensure claims status shows "Submitted," not "Pending.")

4) Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

*You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.

SFA Application Reference Sheet

SFSP Application and Claiming FAQ

THANK YOU!

Please type your questions into the chat box.

The slides and recording will be posted on the COVID-19 Resources Webpage. If you are attending the live webinar, you will be marked attended in EMS then will be able to access the survey and certificate of completion.

Join us for the October Staying on Track Webinar where we will review guidance to keep you on track for whichever Child Nutrition Program you are operating! October 6, 2020 at 1:30pm. Register in EMS!

Congratulations!

You have completed the Recorded Webinar: COVID-19 Webinar: SFSP Claims for School Food Authorities 9.28.20

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** Recorded Webinar: SFSP Claims for School Food Authorities 9.28.20
- **Learning Codes:** 3240
- **Key Area:** 3000-Administration
- **Length:** 1 hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.

Congratulations!

Requesting a training certificate:

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.
*This will not appear in your Event Management System (EMS) account.

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: COVID-19 Webinar: SFSP Claims for School Food Authorities 9.28.20
- Professional Standards Learning Codes: 3240